CITI Training Registration Instructions

Registration: Go to www.citiprogram.org and select the “Register” Link in the Create an Account box. Baylor does not use the Single sign on function with CITI.

1. Choose Baylor University as your Organization Affiliation. Continue to Step 2.

2. Enter your first name, last name, and your Baylor email address. You may enter a secondary email address as a backup, but it is not necessary.
3. Create a personal username and password. These should both be things that you will easily remember. Then select a security question in case you forget your login information.

Create your Username and Password

* User Name

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* Password

Your password should consist of 8 to 50 characters. Your password is case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: if you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

4. Fill out your corresponding gender, ethnicity, and race. If you would prefer not to answer these, you may select that option for each question.

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? Why does CITI Program use these categories? * indicates a required field.

* I Identify my Gender as:
  - Female
  - Male
  - Transgender or Other
  - Prefer not to answer

* I Identify my Ethnicity as:
  - Hispanic or Latino
  - Not Hispanic or Latino
  - Prefer not to answer

* I Identify my Race as: (you may select more than one)
  - American Indian or Alaska Native
  - Black or African American
  - Asian
  - Native Hawaiian or Other Pacific Islander
  - White
  - Prefer not to answer
5. For Section 5 your answer will generally be “No”, Baylor does not offer any CEU’s for CITI Training Modules. The surveys referred to in the following question are associated with the CITI program, not Baylor University. Whether you participate or not is at your discretion.

6. After you click the Submit Button, you will be asked for some additional information. Only the fields with an asterisk next to it are required.
   a. For your institutional email address use your baylor email address
   b. If you are unsure of “Which course you plan to take?”, choose “Other”
7. After you click the continue button, you will have to scroll to the bottom of the next screen to view the remaining enrollment questions. For Question 1, please select the first option, Social & Behavioral Research Investigators. You may skip the other questions except number 6, which requires an answer. Select “Not at this time.” Then select “Complete Registration” at the bottom.

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer:

- **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- **Minimal risk research:**
- **No human research course needed.**

* Question 6

Biosafety/Biosecurity Course

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer:

- **Introduction to Biosafety**
- **Basic Biosafety Training**
- **Institutional Biosafety Committee Member**
- **Biosafety Complete Training**
- **Not at this time.**

Complete Registration

8. You are now finished. Click “Finalize Registration” and your registration is complete.

CITI - Learner Registration

Your registration with **Baylor University** is complete.

Finalize registration